

Application for Employment

ABC Company is an equal opportunity employer and will not discriminate on the basis of race, creed, religion, color, national origin, ancestry, age, sex, sexual orientation, marital status, atypical heredity, disability (including AIDS and HIV infection) and liability for service in the United States armed forces or any other legally protected status. ABC Company will make a reasonable accommodation to known physical or mental limitations of a qualified applicant or employee with a disability unless the accommodation would impose an undue hardship on the operation of its business.

PERSONAL INFORMATION

Name _____
Last First Middle Initial

Address _____
Street City State Zip

Telephone _____ Social Security Number _____ - _____ - _____

Are you either 18 years of age or in possession of a work permit? Yes _____ No _____

Are you either a U.S. citizen or an alien who is authorized to work in the U.S.? Yes _____ No _____

(If you answer "Yes," you must complete the I-9 form required by the U.S. Immigration and Naturalization Service no later than three (3) business days after your date of hire.)

EMPLOYMENT DESIRED

Position for which you are applying: _____

After you have completed the remainder of the application, please obtain from _____ a job description for the position which you have listed above. After reviewing the job description, please answer the following question:

Are you able to perform the essential functions listed in the job description for the job you are applying for?

Yes _____ No _____

Full-Time _____ Part-Time _____ Temporary _____

Date of Availability _____

Are you able to work overtime? Yes _____ No _____

BACKGROUND

Have you ever applied for employment with this company? _____ When? _____

Were you ever employed by this company? _____ When? _____

In what position? _____

Please describe. _____

Have you ever been convicted of a crime, placed on probation, received deferred adjudication or any other supervision ordered by a court?

___ Yes ___ No

EDUCATION

Level	School Name & Address	Major or Course of Study	Highest Grade Completed
High School			
College			
Graduate			
Trade/Technical			

REFERENCES

Name and Occupation

Address

Phone Number

FORMER EMPLOYERS

List below your work experience (starting with your present or most recent employer) for the last five years or your last three employers, whichever will provide us with the most information about you. Please account for all periods of unemployment in this section.

Date Employed	Name & Address of Employer	Name of Supervisor	Starting Position & Salary	Ending Position & Salary	Reason for Leaving

May we contact your present employer at this time? Yes _____ No _____

Please list any other job related experience, skills, or activities, including United States military service experience, not described above, which you would like us to consider in evaluating your qualifications for the position sought. (You are not required to list any information which may tend to reveal a protected characteristic as set forth in the EEO statement above.)

APPLICANT'S STATEMENT

I understand that any misstatement, omission or misleading information given in my application or interview or in connection with other Company records may result in the rejection of my application, the withdrawal of any offer of employment or my dismissal from employment.

I authorize an investigation of all statements contained in this application for employment.

I release from all liability and responsibility all persons and entities requesting or supplying information about any information provided on this application, including my present employer.

I understand that if employed by ABC Company, I will be an employee at-will, which means that I can voluntarily end my employment or be terminated at any time for any reason or no reason at all. No statement, whether written or oral, by any Company representative other than a written statement signed by the President may vary the foregoing.

_____ Date

_____ Signature of Applicant